



Meeting Minutes

March 29, 2016

A meeting of the Grafton Affordable Housing Trust was held on March 29, 2016 in Conference Room F of the Grafton Memorial Municipal Center.

Present: Chairman John Carlson, Treasurer Dan Crossin, Clerk Charles Pratt, and Members Bruce Spinney and Mary Campbell. Also present were Ann Morgan, Assistant Town Planner and Kris Koliss.

Chairman Carlson called the meeting to order at 7:04 p.m.

1. Action Items

- a. **Bills** – Motion to authorize payment of two invoices - \$2,283.30 to JM Goldson and \$400 to Chef du Jour for catering at the recent community workshop made by Mr. Crossin, seconded by Mr. Pratt. Motion passed unanimously.
- b. **Worcester District Registry of Deeds Forms** – It was noted that Kris Koliss was completing her appointment process and will be a confirmed member of the Trust at the next meeting. It was further noted that Ruth Anderson was also in the process of appointment. In light of the additional new members the Trust tabled this item until the next meeting. At that time all the members will sign the necessary forms.
- c. **Outstanding Meeting Minutes** – The Trustees agreed to table this item until the next meeting which will allow the members to read all six sets of draft minutes.

2. Treasurer's Report

Mr. Crossin reported that he reviewed the monthly statement from the Town Accountant and all is in order. No new expenses and interest is accruing.

3. New Business

- a. **Action Plan 2016 Workshop Results** – J.M. Goldson: Ms. Goldson reviewed some of the findings from the Community workshop held earlier in the month. Based on that information she had the Trust to participate in a poll that took the primary concepts from the workshop and further explored the Trust's thoughts on several key items identified for inclusion in the action plan. Ms. Goldson noted that there were two primary messages received from public input at the workshop: a) that the Trust work to get the "biggest bang for the buck" by maximizing Trust funds through programs that were most cost efficient and effective, and b) recognition that public and political opposition to affordable housing programs would pose significant obstacles in the future.

Key action items discussed were: development of Town-owned land, creation of homebuyer assistance programs, development of underwriting criteria, and public outreach / education / advocacy. The Trust was given a number of polling options to further refine their ideas on each of these. Mr. Pratt noted that promotion of new development through the use of an RFP

process would be a preferable path as it would be most cost efficient. Other members of the Trust expressed interest in pursuing the development of Town owned land but noted that the political path may be difficult.

It was noted that the Action Plan would consist of several elements that would provide a menu of options, each which would require additional work effort by the Trust outside their regular meeting time. Ms. Goldson suggested that the Trust consider forming subcommittees to take on the additional work items that will be required to move the Action Plan forward.

Ms. Goldson stated that she would take the information received and would prepare a draft report which she hopes to present to the Trust in May for their review. Once the draft has been approved she will prepare the final report.

- b. **23 Prentice Street Concept** – Sotir Papalilo: Mr. Papalio and his son, Nicholas, were present. They presented the most recent design which would result in 54 rental units in several three story buildings. They reviewed the access, landscaping, scale of the project within the context of the surrounding neighborhood and the potential visual impacts. The project will be constructed in a phased approach. With regards to utilities, there is a water service in the area and sewer would require a cross country connection from the Elm Street area. He plans to work with abutting property owners to seek an easement. He has reached out the abutters to provide them with some project information and discuss impacts. To date he had not received some responses.

Mr. Carlson asked about the time frame for the start of construction. Mr. Papalilo noted that he is in the process of submitting an application for project eligibility to the Massachusetts Housing Partnership and added that he would submit copies of that material to the Trust for their review. If approved by MHP, he will start the 40B comprehensive permit process with the Zoning Board of Appeals. Once a permit is issued he hoped to begin construction within 1-2 months depending on the best time to begin construction. Mr. Spinney asked how many affordable units would be included. Twenty five percent of the units will be affordable but the Town will get full credit for the 54 units on the Subsidized Housing Inventory in conformance with State law. Ms. Campbell asked about the property management. Mr. Papalilo stated that he plans to utilize the services of a private property management company.

Mr. Papalio stated that they are planning on going before the ZBA soon and would like the Trust to provide a Letter of support for this project. The Trust said that we would consider this at the next meeting after we have had a chance to review the documents.

4. **Old Business** – None.

5. **Staff Update**

- a. **MA Housing Partnership Conference:** Ms. Morgan noted that she would be attending the upcoming conference which will be held in Sturbridge on April 12, 2016.
- b. **Appointments / Reappointments** – Ms. Morgan noted that terms of three Trustees will expire on June 30, 2016. Those Trustees are John Carlson, Dan Crossin and Charles Pratt. The Town Administrator's office will be notifying each by letter asking if they would be interested in reappointment.

- c. **Resignation** – Mr. Carlson stated that he would be stepping down as Chairman effective immediately due to pressing health matters. He stated that does not intent to resign from the Trust but that the Chairmanship would need to be managed by someone else going forward. The members of the Trust thanked Mr. Carlson for thoughtful leadership as the long standing Chairman and wished him a speedy recovery to health. Ms. Morgan noted that reorganization would be the first item of business at the next regularly scheduled meeting.

6. Adjournment

Motion to adjourn the meeting made by Mr. Spinney, seconded by Ms. Campbell. Motion passed unanimously, 6-0. The meeting was adjourned at 9:48 p.m.

Respectfully submitted,

Charles Pratt, Clerk